BETWEEN THE

ALPINE BOARD OF EDUCATION

AND THE

ALPINE EDUCATION ASSOCIATION





ALPINE PUBLIC SCHOOL
HILLSIDE AVENUE
ALPINE, NEW JERSEY 07620
201-768-8255

THIS AGREEMENT, entered into this 8th day of April, 1993, by and between THE BOARD OF EDUCATION OF THE BOROUGH OF ALPINE, NEW JERSEY (hereinafter called the BOARD), and the ALPINE EDUCATION ASSOCIATION (hereinafter called the Association); and

WHEREAS, the BOARD hereby continues to recognize the ASSOCIATION as the negotiating and/or bargaining agent for the full and part time professional non-supervisory, non-administrative staff;

NOW, THEREFORE, the BOARD and ASSOCIATION agree on the terms and conditions of employment as set forth herein:

ARTICLE 1

RECOGNITION

The Board hereby recognizes the Association as the exclusive representative to act as the collective negotiating and/or bargaining agent for the professional non-supervisory, non-administrative staff, that is the teachers, concerning the terms and conditions of their employment.

ARTICLE 2

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of employment of a teacher or a group of teachers.

Aggrieved Person

An "aggrieved person" is the person or persons or the Association making the claim.

Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to resolve, at the lowest possible level, disputes which may from time to time arise affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept confidential at each level of the procedure.

5. Meetings and Hearings

To the extent permitted by law, all meetings and hearings under this procedure shall not be conducted in public and shall include such parties in interest, the person against whom the grievance is filed, and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE 3

COMPENSATION

A. Salary Guides

The 1993-1994 salary guide is attached as Schedule A. Schedule B is for extracurricular payment schedule. The County average as of May 31st in 1994-95 and the County average as of May 31st in 1995-96 will be used to develop, with mutual agreement, the subsequent salary guides. Procedures used to determine the '93-'94 salary guide will be used to develop '94-'95, and '95-'96 salary guides.

- B. All credits for horizontal movement on the salary guide must be reviewed by the Chief School Administrator and recommended by him to the Board for final approval by the Board. Such credits will be reviewed at the beginning of each term, September 1st and February 1st, for application to the Salary Schedule. Credit for successful completion of in-service courses approved by the Chief School Administrator shall be applied toward horizontal movement on the salary guide.
- C. Annual increments will be granted upon recommendation of the Chief School Administrator and approved by the Board.
- D. In addition to the foregoing provisions for compensation, extra-curricular compensation shall be paid to those persons approved by the Board for the activities set forth in Schedule "C" annexed hereto and made a part hereof. The Board shall assign volunteers for the after-school sports/game supervision before it may assign available teachers on a rotating basis to said positions.
- E. Full-time teachers are entitled to two (2) professional days yearly provided these are approved by the Chief School Administrator and are directly related to the teacher's assignment. Part-time teachers are entitled to one (1) professional day per year on the same conditions.

F. Parent Evening Conferences

Teachers assigned to evening meetings by the Chief School Administrator will be expected to be in attendance for two (2) hours and twenty (20) minutes. The compensation will be \$63 per evening.

G. Retired Teachers

Teachers who apply for, are qualified for and receive a pension payment from T.P.A.F. and teachers who vest in the pension plan with twenty-five (25) years of service shall be entitled to participate, at their own cost, in group medical insurance. An employee may not participate if they are eligible for paid health insurance under T.P.A.F. and the State Health Benefits Plan.

H. Extra Duties

For extra duties assigned outside the regular workday or work year, teachers will be compensated proportionate to their salary. This is exclusive of stipends for extra or co-curricular activities which are listed separately in Schedule "C".

- I. The "Teacher-in-Charge" shall receive payment of \$30 for each day worked or equivalent thereof. A "day" is defined as six (6) hours, twenty (20) minutes of service. Payment shall be based on a voucher and paid monthly. If the Teacher-in-Charge loses preparation period to cover a class, he/she shall be covered by paragraph M. below. The "Teacher-in-Charge" will be responsible for the operation of the school in the absence of the Chief School Administrator and the Assistant Principal.
- J. Stipend for Coordinator of Pre-Kindergarten

A stipend of \$3.929 will be paid for this position in 1993-1994. In 1994-95 and 1995-96 stipend will increase the same \$ as salary guide.

K. Travel Reimbursement

Teachers will be reimbursed for assigned travel in their automobiles at the IRS rate in effect at the time of such travel.

- L. Part-time teachers who are required to attend staff meetings outside their regular work hours shall be paid at a pro rata basis of their salary for the additional time worked.
- M. When a teacher loses a guaranteed assigned preparation period because she/he is assigned to cover a class, she/he shall be compensated at the rate of \$16 per period.

ARTICLE 4

INSURANCE

A. The Board shall provide and maintain full coverage for each member of the professional staff who regularly work a minimum of twenty (20) hours per week, under the New Jersey Public and School Employees Health Benefits Plan which covers hospitalization, medical, surgical, Rider "J" and major medical insurance in accordance with the rules and regulations of said plan. The Board shall assume the full cost of said employee coverage together with one hundred percent (100%) of the applicable premiums toward the purchase of a family plan coverage with the same carrier that provides the coverage for the employees aforementioned,

- B. 1. The Board will pay one hundred percent (100%) of the premium for full family coverage under the Group Dental Insurance Plan for each member of the professional staff who works a minimum of twenty (20) hours per week.
 - Effective on the first of the month which is at least sixty (60) days from mutual ratification of the contract, there shall be a dental waiver incentive plan. Each employee shall be polled by the Administration each year about whether he/she wishes to voluntarily waive such insurance for that insurance year. Any employee who so waives shall receive fifty percent (50%) of the applicable insurance premium as an incentive payment. Such payment shall be made at the close of the insurance year. When employees are polled about their interest in waiving insurance, they shall be informed of the incentive payment amount. Any employee who waives insurance in one year may re-enroll in the plan the following year.
- C. Each full-time teacher shall be entitled annually to be reimbursed by the Board an amount not to exceed \$105 for prescription eyeglasses or contact lenses actually required by such teacher. Such reimbursement shall be made only after submission to the Business Administrator/Board Secretary of a copy of the prescription, a copy of the bill for such eyeglasses or contact lenses, and proof of payment of such bill.

PROFESSIONAL DEVELOPMENT

To encourage members of the professional staff to take courses for the betterment of their teaching capabilities and for their increased value to the school district, the Board will make reimbursement for the tuition cost of such courses within the limits defined below:

A. Approval of Course Requirements

To be approved, the Chief School Administrator must first have determined that a course will enhance the value of the staff member of the school district.

B. Payment

1. Tuition reimbursement shall be available as indicated in this Article to unit members after their first year of full or part-time experience in the district and for course work taken during the second and subsequent years of service. This means that someone starting in September of one year would be eligible for reimbursement for courses taken in the following summer.

- 2. To be eligible for tuition reimbursement unit members must achieve a minimum grade of "B" or a "Pass" if the CSA approves the taking of a course on a Pass/Fail basis.
- 3. Tuition reimbursement for part-time employees shall be proportionate to the amount of time they work, i.e., half-time employees would receive half the reimbursement that full-time teachers receive for the same number of credits.
- 4. Proof of successful completion of the courses (as specified in paragraph 2. above) shall be provided to the Chief School Administrator and endorsed by himbefore reimbursement is made.
- 5. Teachers will be reimbursed for approved course credits in accordance with the following formula:
 - a. The maximum obligation of the Board for reimbursement of all staff members shall be \$7,223 $7k^2$ for 1993-94. In 1994-95 and 1995-96 the amount will 802% increase the same % as the salary guide.
 - b. If, at the end of each school year, the total amount of reimbursement sought by all teachers for approved credits shall equal or exceed the cap for the year, each teacher seeking reimbursement shall be reimbursed per credit by prorating the cap for that year over the total number of credits for which reimbursement is sought.
 - c. If, at the end of each school year, the total amount of reimbursement sought by all teachers shall be less than the cap for that year, each teacher shall be reimbursed for the actual costs of approved credits taken by such teacher but in no event shall the reimbursement exceed the N.J. average graduate rate per credit for up to six (6) credits or a total for six credits of \$944 in '93-'94. This cap shall rise to the same % increase as __the salary guide in '94-'95 and '95-'96.

LEAVES

A. Sabbatical Leave

The Board shall, during the term of this Agreement, continue in effect the Sabbatical Leave Policy which is annexed hereto as Schedule "E".

B. Personal Leave

Leave with pay for personal business which cannot be completed outside of the regular workday shall be granted to each teacher for four (4) days per school year. Such leave is non-cumulative. In the sole discretion of the Chief School Administrator such leave may be extended provided that pay during any such extension shall be a daily rate of 1/200th of the employee's annual salary less the substitute's daily rate established by the Board.

C. Bereavement Leave

Leave with pay following death in the "immediate family" (as hereinafter defined) shall be granted for four (4) days following date of death. A three (3) day extension may be granted at the sole discretion of the Chief School Administrator with no deduction for substitute's pay. An additional extension may be granted at the sole discretion of the Chief School Administrator provided that, during such additional extension, pay shall be at a daily rate of 1/200th of the employee's annual salary less the substitute's daily rate established by the Board.

"Immediate family' shall mean the teacher's spouse and the following relatives of the teacher or teacher's spouse: Child, parent, brother, sister and grandparent regardless of place of residence; and any other next of kin and or person for whom the teacher has power of attorney and any other relative who, at the time of death, was a member of the teacher's household.

D. Extended Leave Without Pay to Provide Care

An extended leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured teacher's "immediate family" as defined in paragraph (C). Requests for leave shall be for a minimum of the remainder of the school year or for the next entire school year. Unless required by law, no portion of the time spent on leave shall be counted toward fulfillment of any time requirements of seniority. Upon return from such leave, a teacher shall be reinstated to a position within his or her certification. Additional leave may be granted at the sole discretion of the Board.

E. Extended Leave Without Pay

An extended leave of absence without pay may be granted for personal reasons for a minimum of a school year. Once granted the employee can request an extension for an additional year. The granting of such requests will not be automatic but at the discretion of the Board. Staff members on Extended Personal Leave Without Pay may continue benefits at their expense at the group rate pursuant to the rules and regulations of the governing agency.

BOARD RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains and reserves unto itself, without limitation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and of the United States, but the decision of the courts of the United States and of the State of New Jersey, the Commissioner of Education and the State Board of Education of the State of New Jersey and by the Rules and Regulations of the State Board of Education and the State of New Jersey.

The willingness of the Board to discuss matters which are within the sole prerogative of the Board shall not be deemed to constitute a waiver or relinquishment of any such prerogative.

ARTICLE 8

TEACHERS' RIGHTS

Teachers shall enjoy all of the rights granted under and by virtue of the provisions of Chapter 303 of the Law of 1968 as amended by Chapter 123 of the Laws of 1975 or under any laws of the State of New Jersey and the United States, and the Constitution of the United States and of the State of New Jersey. No staff member or teacher shall be discriminated against, coerced, or reprimanded by virtue of the exercise of such rights.

ARTICLE 9

WORK DAY

A. Length of Work Day

The teacher in-school work day shall commence at 8:20 a.m. and continue to 3:20 p.m. with a duty-free lunch equal to that of the students. If unusual circumstances should arise the Association recognizes that the Board may after consultation with the Association alter these hours on a temporary basis. The teacher instructional day shall begin for regularly scheduled classes no earlier than 8:30 a.m. and shall not extend beyond 3:00 p.m.

B. Full-time child-study team members will be included in the rotation for morning door duty except on those days when a meeting is scheduled for the full team.

- C. Each teacher shall have a duty-free lunch period of the same length as the lunch period for students. The Board recognizes that no changes shall be made in the forty (40) minute lunch period as it affects the teacher duty-free lunch unless first negotiated with the Association.
- D. Each full-time classroom teacher shall have thirty (30) minutes of preparation time daily. Part-time teachers shall receive the equivalent of fifteen (15) minutes preparation time daily. This fifteen (15) minutes equivalent may be assigned on a weekly basis as opposed to a daily basis. That is, a teacher working three (3) periods per day each day would be entitled to seventy-five (75) minutes of preparation time during the week. For teachers working full days but part-time, a minimum of fifteen (15) minutes would be scheduled for preparation daily.
- The Board recognizes that teachers would prefer not to have lunchtime supervision of students. However, the Board and Association recognize that continuity of assignment to lunch supervisory duty is a desirable approach. Recognizing these understandings the Board agrees that staff assigned to lunch duty will be guaranteed a duty-free lunch period and a preparation period. Furthermore, assignments to lunch supervisory duties will be designed to maintain continuity. The Board agrees to make every reasonable effort to assign a single teacher to the continuing daily assignment of overseeing and expediting lunch supervision. Additional teachers assigned to lunch supervision will be assigned on a regular basis, i.e., every Monday, or every Monday and Tuesday, or every Tuesday, etc. It is understood that whenever possible staff will be rotated annually in this assignment.
- F. Faculty meetings called for the entire staff shall be held on Tuesdays and shall not exceed one (1) hour.
- G. Full-time teachers shall sign in by initialing the sign-in form no later than 8:20 a.m. Full-time teachers staying beyond 3:20 p.m. do not have to sign out when leaving for the day. Teachers whose work day starts after and ends before the regular work day shall sign in and sign out by indicating their time of arrival and departure.

MISCELLANEOUS PROVISIONS

A. All Board policies and procedures affecting terms and conditions of employment heretofore adopted and in existence at the date hereof are hereby ratified, confirmed and incorporated herein by reference as though set forth herein at length.

B. Posting of New Positions and Vacancies

New positions requiring certificates and teacher vacancies will be posted in the teachers' lounge before advertised publicly.

C. Successor Agreement

The parties agree to enter into collective negotiations for a Successor Agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123 of Public Laws of 1975 in a good-faith effort to reach an agreement on all matters concerning the terms and conditions of the teachers' employment. Such negotiations shall begin not later than the time required by statute and code. Any Agreement to be negotiated shall apply to all teachers (as defined in Article 1) be reduced to writing, be adopted by the Board and by the Association and be signed by their duly-authorized representative.

ARTICLE 11

DURATION OF AGREEMENT

This agreement shall be effective July 1, 1993, and shall continue in effect through June 30, 1996. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have hereunto caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries and their corporate seals to be placed hereon, all on the day and year first above written.

Attest:

Business Administrator/Board Secretary

Board of Education of the Borough of Alpine, New Jersey

President

Attest:

Alpine Education Association

Holly n. Ciccoricco

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ALPINE PUBLIC SCHOOL

Negotiation Unit Grievance Form

l.	Name of person filing grievance
2.	Date of grievance submitted to CSA
3.	Specific language and section of the Agreement, Board Policy or Administrative Decision alleged to have been misinterpreted, misapplied, or violated.
4.	A description or explanation of the action that caused the misinterpretation, misapplication or violation (include date of occurrence and who was involved).
5.	Specify who was grieved (individual or association or both).
6.	Indicate the desired remedy.
Sig	nature of person filing grievance (same as in #1)
	Signature Date
Resi	ponse of CSA:
Sig	nature



SCHEDULE A

TEACHERS' SALARY GUIDE

1993-1994

STEP	BA	BA+15	BA+30	AM	MA+15	MA+30	MA+45
1	27,866	28,715	29,976	32,8 3 6	33,028	35,216	38,291
2	29,240	30,290	31,620	34,276	34,803	36,760	39,680
3	30,615	31,870	33,267	35,702	36,593	38,287	41,083
4	32,136	33,453	34,918	37,130	38,370	39,698	42,383
5	33,730	35,036	36,570	38,860	40,149	41,107	43,680
6	35,243	36,618	38,220	40,713	41,926	42,513	45,374
7	36,758	38,200	39,872	42,568	44,026	44,629	47,068
8	38,7 69	40,30 9	42,075	44,575	46,125	46,742	48,764
9	40,788	42,418	44,276	46,584	48,228	48,855	50,854
10	42,805	44,528	46,477	48,594	50,450	50,971	52,945
11	44,820	46,636 ~	48,681	50,755	52,751	53,786	55,036
12	46,840	48,746	50,881	52,918	55,174	56, 6 07	57,523
13	48,517	50,854	53,0 84	55, 082	57,5 99	59,426	60,011
14	4 9,393	51,436	53,702	57,399	60,023	62,250	62,896
15				59,716	62,447	65,063	65,265
16			,	60,285	63,031	67,882	69,061
17						68,738	70,340

SCHEDULE B

EXTRA-CURRICULAR ACTIVITIES PAYMENT SCHEDULE

1993-1994

	1	993-94
Intramural Basketball	\$	892
Intramural Soccer		892
Intramural Softball		892
Volleyball Intramurals		892
Track*		892
Newspaper		892
Yearbook		714
Eighth Grade Advisor		1070
Science Club		892
Student Council Advisor		714
Band Director		2040
Spring Sports		1337
Interscholastic Boys Basketball*		806
Interscholastic Girls Basketball*		806
Interacholastic Girls Volleyball*		806
Overnight Supervision of Trip		88
After-School Sports/Game Supervision The CSA shall first seek a volunteer for these games and, if none is available, he/she shall then assign a teacher(s) on a rotating basis.		\$46/g ame

Pre-Kindergarten Camp Coordinator

For summer of '93-'94 - \$1,750

^{*} Each Interscholastic Game/Meet an additional

SCHEDULE A TEACHERS' SALARY GUIDE

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EXTRA-CURRICULAR ACTIVITIES PAYMENT SCHEDULE

1994-1995

Intramural Basketball	\$	940
Intramural Soccer		940
Intramural Softball		940
Volleyball Intramurals		940
Track*		940
Newspaper		940
Yearbook	•	753
Eighth Grade Advisor		1128
Science Club		940
Student Council Advisor		753
Bend Director		2151
Spring Sports		1409
Interscholastic Boys Basketball*		850
Interacholastic Girls Basketball*		850
-Interscholastic Girls Yolleyball*w		850
Overnight Supervision of Trip		93
After-School Sports/Game Supervision The CSA shall first seek a volunteer for these games and, if none is available, he/she shall then assign a teacher(s) on a rotating basis.		\$48/game

Pre-Kindergarten Camp Coordinator For summer of 194-195 - \$1,845

* Each Interscholastic Game/Nest an additional \$93

SCHEDULE A TEACHERS' SALARY GUIDE

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SCHEDULE B

EXTRA-CURRICULAR ACTIVITIES PAYMENT SCHEDULE

1995-1996

Intramural Basketball	\$ 986
Intramural Soccer	986
Intramural Softball	986
Volleyball Intramurals	986
Track*	986
Newspaper	986
Yearbook	790
Eighth Grade Advisor	1184
Science Club	986
Student Council Advisor	790
Band Director	2257
Spring Sports	1479
Interscholastic Boys Basketball*	892
Interscholastic Girls Basketball*	892
Interscholastic Girls Volleyball*	892 ·
Overnight Supervision of Trip	98
After-School Sports/Game Supervision The CSA shall first seek a volunteer for these games and, if none is available, he/she shall then assign a teacher(s) on a rotating basis.	\$50/game
Pre-Kindergarten Camp Coordinator	For summer of '95-'96 - \$1,936
Pre-Kindergarten Coordinator	195-196 - \$4,346
* Each Interscholastic Game/Meet an addition	al \$98
Referees	\$1,952
Includes above	

After School Supervision